

OFFICE OF THE CITY MANAGER

NO: LTC # 265-2012

LETTER TO COMMISSION

Mayor Matti Herrera Bower and Members of the City Commission

FROM:

Kathie G. Brooks, Interim City Manager

DATE:

October 15, 2012

SUBJECT: Updated Resumes for City Manager Recruitment Process

The purpose of this Letter to the Commission (LTC) is to provide an update on the City Manager recruitment resumes.

Ms. S. Reneé Narloch, of Bob Murray & Associates (BM&A), has notified us that the following two applicants for the position of City Manager have updated their resumes:

- 1. Mr. Kenneth R. Fields' employment dates for Seminole Tribe have been corrected (2002-2006). Mr. Kenneth R. Fields was one of the (6) six candidates recommended by BM&A.
- 2. Mr. Emanuel Mayer's Harvard School of Government, Program of Leadership (2012) has been added. Mr. Emanuel Mayer was not one of the (6) six candidates recommended by BM&A.

Ms. Narloch has confirmed that based on the updated information her recommendations have not changed.

Attached you will find the updated resume for Mr. Fields. For those Commissioners who requested to see all resumes received, this LTC will also contain the updated resume for Mr. Mayer.

KGB/REG/lc

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KENNETH R. FIELDS, MS

1064 SW 9th Ave ❖ Boca Raton, FL 33486 ❖ (954) 610-6672 ❖ krfields@bellsouth.net

CITY MANAGER DYNAMIC | OUTGOING | EFFECTIVE

Dynamic change agent with experience in organizational structure design to improve efficiency and effectiveness in municipal service delivery, as well as a strong track record of generating positive results. Outgoing leader with demonstrated creativity in using innovative management techniques and technology to achieve greater efficiency, and a demonstrated ability to guide elected officials through complex issues.

AREAS OF EXPERTISE

- Financial Management
- Information Technology
- Infrastructure Development
- **Budget Planning**
- Economic Development
- Water and Wastewater
- Public Safety
- Human Resources and Labor Relations
- Communication

PROFESSIONAL EXPERIENCE

SOUTHWEST RANCHES, FLORIDA

7,345 Population; Approximately 32 Direct and Contract FTE Employees; \$10M Budget

2011-2012

TOWN ADMINISTRATOR

Directed all town operations through contract services, including police, fire, planning, building, code enforcement and public works, parks, and right-of-way maintenance.

KEY ACCOMPLISHMENTS:

- Managed implementation of new procurement code and application of new Broward County Code of Ethics.
- Initiated implementation of new contracts for solid waste services, fire services, and janitorial services.
- Improved staff morale through open door management style and team building.

ISLAMORADA, FLORIDA

6,119 Population; Approximately 125 Direct and Contract FTE Employees; \$10M Budget

2008-2010

Directed all village departments including planning, public works, utilities, capital construction, police, fire-rescue and emergency management, building and code enforcement, parks and recreation, and finance.

KEY ACCOMPLISHMENTS:

- Maintained village services in the face of declining property tax base through reorganization, job consolidation, wage and benefit freezes and reductions, and increased use of technology
- Completed on time and on budget over \$8 million of major capital improvement projects including new Village Administrative Center and Public Safety Headquarters, Community Center, Fire Station and Marina Bathhouse;
- Obtained FEMA funding for half the cost of the new Village Administration Building and Public Safety Center; (\$2.8 million), replacing space rental costs with lower debt service
- Initiated completion of village's \$127 million wastewater collection and treatment system to achieve compliance with statemandated standards and eliminating septic systems
- Negotiated with the Department of Environmental Protection to prevent operators of on-site package wastewater treatment plants from having to pay twice for upgraded treatment technology to meet state standards; led to new legislation extending the deadline for compliance by five years
- Reduced costs and increased productivity by cooperatively providing services with other jurisdictions

SEMINOLE TRIBE OF FLORIDA, HOLLYWOOD, FLORIDA

2002-2006

3300 Tribal Members, 3500 Reservation residents, 45,000 daily visitors; 1,500 Employees; \$200M Budget

EXECUTIVE ADMINISTRATIVE OFFICER (EQUIVALENT TO CITY/COUNTY MANAGER)

Directed all tribal government programs including public safety, public works, utilities, capital construction, planning, recreation, building code enforcement, buildings and grounds, elder affairs, social services, public health, education, housing, environmental protection and aviation.

CONTINUED ...

KEY ACCOMPLISHMENTS:

- Improved management control and coordination by reorganizing over thirty tribal programs into five groups
- Increased efficiency by eliminating the transportation of paper documents between seven tribal locations by initiating the implementation of a new automated financial management system
- Increased public safety by initiating the accreditation process for the tribal police department and creating a professional fire-rescue service of over 75 cross-trained fire fighter/EMT/paramedic personnel, and by creating an emergency management function to coordinate emergency response for natural disasters, large scale public events, and terrorist threats for reservations and a major tourist attraction with up to 45,000 visitors a day
- Improved long-term economic sustainability by developing a comprehensive land use planning program to support multi-year
 capital budget for infrastructure investment, including total planned projects exceeding \$300 million in utilities, community facilities,
 roads, recreation and housing

CITY OF HOLLYWOOD, FLORIDA

1994-2002

139,443 Population; 1,500 Employees; \$225M Budget

ASSISTANT CITY MANAGER

Managed a coastal city, providing analytical support to the city manager for all major decisions with a potential fiscal impact, including developer proposals and other economic development initiatives.

- Supervised Offices of Management and Budget, Human Resources and Risk Management, Information Technology, and Communications.
- Conducted collective bargaining with 5 unions representing over 1,300 employees.

KEY ACCOMPLISHMENTS:

- Increased private sector investment in the city by more than 100% and improved infrastructure by creating a multi-year capital investment plan of \$100 Million
- Increased productivity through more flexible staff management, offsetting increased wage and benefits, by obtaining management rights concessions from all 5 unions
- Reduced health care costs by 35% and tied increases to federal reimbursement rates by negotiating new contracts with health care
 providers for a self-insured employee health benefits plan
- · Led redevelopment of the beach area of the city by creating a new Community Redevelopment Agency
- Controlled personnel costs (including pensions and health care) by developed long term financial strategies
- Balanced the annual budget by emphasizing alternative revenue sources, introduced performance measurements as part of budget process, and created budget document in compliance with the Government Finance Officers Association format

CARNEGIE MELLON UNIVERSITY, PITTSBURGH, PENNSYLVANIA

1988-1993

DIRECTOR, BUSINESS OPERATIONS, SOFTWARE ENGINEERING INSTITUTE

Directed financial management, facilities management, and administrative support services of a 300 person, \$35 million federally funded research and development center.

KEY ACCOMPLISHMENTS:

- Maintained the same staff level in Business Operations while the institute grew from an approximately \$18 million and 150-person operation to a \$38 million and 300-person operation
- Improved overall efficiency and results by participated as a member of the management team implementing a Total Quality
 Management (TQM) methodology through extensive training, teaching and inspection

ARTHUR YOUNG & COMPANY

1983-1988

MANAGER, NATIONAL GOVERNMENT SERVICES GROUP

Managed local, state and federal government and non-profit organization consulting projects in the Mid-Atlantic region and then on a national basis.

KEY ACCOMPLISHMENTS:

- Improved transparency and efficiency by converting a state government's financial reporting to generally accepted accounting principles (GAAP), and supporting installation of a new automated financial management system
- Conducted management and operations reviews of a major health insurer, school financial and general management processes, and a Federal agency's budget process
- Evaluated the financial management, overall management, and development capabilities of arts and cultural organizations for the National Endowment for the Arts

CITY OF PITTSBURGH, PENNSYLVANIA

450,000 POPULATION; 4,500 EMPLOYEES; \$150M BUDGET

BUDGET AND RESEARCH OFFICER/FISCAL OFFICER

Prepared the Mayor's annual budget. Developed budget policy, reviewed departmental budget requests, and advised on tax and revenue policy.

KEY ACCOMPLISHMENTS:

- Created the city's first comprehensive management and budget office
- Led management negotiations in collective bargaining with 9 labor units covering 4,000 employees
- Improved accuracy by introducing statistical revenue forecasting techniques, quantitative management analysis methods, and automation of the budget preparation process

PROFESSIONAL AFFILIATIONS

International City/County Management Association, 1976—present Florida City and County Management Association, 2008-present Government Finance Officers Association, Budget Reviewer, 1976-2006

COMMUNITY LEADERSHIP

Leadership Monroe County-Participant and Organizer of Florida Keys Days during Legislative Session, 2008-2010
Leadership Hollywood-Participant and Organizer of Local Government Day, 1994-2002
Boca Bobcats (Ice hockey team for Boca Raton High School in FSHL), Volunteer Coach, 2000-2006
City of Boca Raton Roller Hockey League, Volunteer Coach, 1994-2000
Soccer Association of Boca Raton, Volunteer Coach, 1998-2004
Boca Raton Softball Association, Volunteer Coach, 1998-2004

EDUCATION

MS, PUBLIC POLICY AND MANAGEMENT

Carnegie-Mellon University, H. John Heinz III College of Public Policy and Management, Pittsburgh, Pennsylvania

BIE, INDUSTRIAL ENGINEERING/OPERATIONS RESEARCH

Cornell University, Ithaca, New York

CERTIFICATIONS

Federal Emergency Management Agency Incident Command System 100, 200, 300, 400, and 700